

	<p>contents.</p> <ul style="list-style-type: none"> • Support the documentation of tested innovative interventions and processes at the CO • Participate in meetings and assist with conducting staff interviews for the production of internal-facing news articles. • Prepare communication reports on project • Perform other delegated duties as and when required. 				
Duration and working schedule:	<p>Expected to work for the period of 08 months - May 2023 – December 2023</p> <p>Full Time with a total of 8 hours per day commencing from 08h00 – 17h00 for 5 working days</p>				
Place where services are to be delivered:	UNFPA, Namibia Office, with frequent travel to project regions and sites				
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.)	May 2023 – December 2023				
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Project Communication and Visibility Assistant expected to provide monthly accomplishment report to the supervisor in a periodic format to be provided				
Supervisory arrangements:	<p>- Project Communication and Visibility Assistant will be under the direct supervision of the Gender specialist and Communication Analyst with oversight support of the Assistant Representative and overall supervision of the UNFPA Representative, Namibia CO</p> <p>-She/he is expected to work closely with the other programme and operation teams in UNFPA Namibia Country Office, other project staff, partners and stakeholders</p>				
Required qualifications, expertise, and competencies	<p>The incumbent must meet the following minimum criteria:</p> <p>Education: Bachelor degree in public relations, communications, Journalism, Information or Media Studies human, social, or political sciences, international development or related field</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • At least 3 years of professional experience in the field of communications, branding and visibility or similar roles • Awareness and demonstrable knowledge of GBV and SRH • Demonstrate an ability to multitask and work with minimal supervision • Ability to organize effectively, work under pressure with attention to details, precision and accuracy. • Proficiency in current office software applications including photo and video-editing software e.g. Photoshop, InDesign • Experience in web design and content production <p>Languages: Fluency in English (oral and written).</p> <ul style="list-style-type: none"> • Ability to communicate in Namibia local languages an advantage <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Required Competencies</th> </tr> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing communication support • Managing data • Managing documents and partners • Managing information and workflow • Planning, organising and multitasking </td> </tr> </table>	Required Competencies		<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing communication support • Managing data • Managing documents and partners • Managing information and workflow • Planning, organising and multitasking
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Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

Managerial Competencies:

- Providing strategic focus,
- Engaging in internal/external partners and stakeholders,
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment